

Position Title	Coordinator Fleet Management
Department	City Assets
Division	
Unit	Fleet
Team	Fleet Administration
Supervises	Up to Four direct reports
Reports To	Manager Fleet
Grade	I
Date Prepared	23/10/2020
Date Last Updated	3/06/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary Purpose of Position

The Coordinator of Fleet Management is responsible for leading fleet planning, whole-of life asset management, fleet systems administration and the development and implementation of asset replacement programs. The role also oversees all procurement and asset disposal programs, and contributes to policy development, financial management and continuous improvement initiatives across the Unit.

Accountabilities

- Develop and implement the Fleet Unit's 10-year Asset Replacement program for all light and heavy vehicles and plant assets to optimise service delivery.
- Ensure new and emerging technologies are identified and appraised in consideration of Council's policy directions and operational requirements for potential inclusion in Council's fleet assets.
- Responsible for oversight of Council's acquisition and disposal program for all heavy & light vehicles, plant and mechanical equipment ensuring procurement systems and processes comply with all legislative requirements and council policies.
- Responsible for contributing to the development of the Fleet Unit's capital and operational budget and ongoing management including quarterly review and reporting requirements.
- Responsible for oversight of the operational management of onsite fuel infrastructure ensuring all statutory requirements are met including testing, servicing, record management and ongoing compliance.
- Contribute to capital and operational budget development and management.
- Responsible for the specification tendering and evaluation of all fleet supply contracts for both service, parts and materials (Outline Agreements) and ensure financial transactions are undertaken in compliance with Council's policies, processes and delegations.
- Ability to liaise and negotiate with suppliers for resolution of fleet and plant issues related to procurement contracts, supply and delivery of assets or parts, or operation of the assets.

- Responsible for ongoing management of vehicle accidents reporting and processing including oversight of smash repairs and liaising with councils Insurance Broker and external insurance companies as required to meet vehicle insurance obligations.
- Oversee Councils Fleet Software systems and lead the development of projects and reporting requirements to further enhance functionality and integration.
- Oversee the registration programs for all fleet vehicles and plant.
- Contribute and participate in Fleet Policy development and continuous improvement projects and initiatives for the Fleet Unit ensuring compliance with legislative requirements. Also responsible for the annual Leaseback Fee review.
- Contribute to the development and implementation of Workplace Health and Safety requirements ensuring ongoing compliance with legislation, organisational policies, objectives, systems and processes.
- Responsible for managing the Fleet Unit Training Matrix
- Undertake consultation with team members and stakeholders to ensure the Fleet Unit operations provide safe, efficient and compliant outcomes for the organisation.
- Lead the Fleet Administration team including GDI, training programs and performance reviews.
- Undertake WHS Warden duties as required and which may be allocated on rotation with other Team Leaders.
- Other duties as requested by the Manager or Executive Manager.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Executive Manager

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Highly Advanced
	Safety and Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Innovate and Improve	Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Highly Advanced	• Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Creates a culture of safety and accountability in the organisation • Promotes a climate in which people feel supported to take responsibility for outcomes • Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks
Results		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Relationships		
Communicate and Engage	Advanced	• Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding

- Is attuned to the needs of diverse audiences, adjusting style and approach flexibly
- Prepares (or coordinates preparation of) high impact written documents and presentations

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Councils policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Relevant Fleet Management or Business Qualification and/or
- Extensive Fleet Management experience

Essential Experience

- Experience in whole of life fleet and plant asset management including policies, programs and projects
- Experience in the development and management of capital and operational budgets
- Experience in end to end procurement processes for fleet and plant assets
- Demonstrated ability to collaborate with a diverse range of stakeholders to deliver safe, efficient and compliant operational outcomes

- Strong skills in the use of Microsoft Office suite, finance systems (eg SAP) and Fleet Management software (eg: AusFleet).
- Ability to manage a small team and deliver results that progress Councils plans and priorities
- Demonstrated ability in contributing to policy development and implementation
- Ability to model and lead a strong Work Health and Safety culture

Desirable Qualifications and or Experience

- IPWEA Fleet Management Certificate
- Cert IV Procurement and Contracting
- Experience in Local Government Procurement or Asset Management
- Understanding of fleet workshop operations

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☒	☐